



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
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COMNAVRESFORINST 3501.1K
N322

26 MAY 1990

COMNAVRESFOR INSTRUCTION 3501.1K

Subj: READINESS MONITORING AND REPORTING FOR NAVAL RESERVE FORCE UNITS

Ref: (a) BUPERSINST 1001.39C
(b) COMNAVRESFORINST 1001.5C
(c) NWP 1-03.3
(d) COMNAVRESFORINST 3060.7
(e) MANMED Chapter 7
(f) MILPERSMAN Article 3810190

Encl: (1) Training Monitoring and Reporting
(2) CPER Manning Monitoring and Reporting
(3) Overall (CROVL) Reporting
(4) Management of Medical Requirements
(5) Management of Administrative Requirements
(6) COMNAVRESFOR Readiness Reports

1. Purpose. To provide guidance and responsibilities for individual and unit readiness monitoring and reporting per references (a) through (f).

2. Cancellation. COMNAVRESFORINST 3501.1J and COMNAVRESFORNOTE 3501 of 16 July 1996.

3. Summary of Changes. This instruction is a major revision of the basic instruction and should be read in its entirety. It incorporates COMNAVRESFORNOTE 3501, redefines billet training requirements, reinforces the use of Manpower Availability Status (MAS) codes as a tool to monitor mobilization preparedness, and directs the tracking of accession level training required by references (a) and (b).

4. Discussion

a. "The mission of the Naval Reserve Force is to provide trained units and qualified personnel for active duty in the Naval Forces, in time of war or national emergency, or when otherwise authorized by law." The scope of the mission has expanded to include peacetime contributory support to the active forces. As the active Navy grows smaller, the demands on the Reserve force to provide contributory support continues to increase. Selected Reservists (SELRES) must be capable of assuming the duties of their mobilization billet, as well as providing peacetime contributory support. This greater demand requires us to define readiness in more precise terms. This will enable the force to focus scarce resources on specific mobilization training requirements, more accurately reflect our readiness to assume mobilization billets, and increase flexibility to provide peacetime contributory support.

b. Historically, Overall (CROVL) mobilization readiness has been based on billet Training (CTRN) and Personnel (CPER) manning levels. They are similar to the metrics used by active forces in reporting readiness under reference (c). The Reserve Force will continue to monitor and report readiness using billet training and manning levels, but will also focus on managing other areas that hinder the expeditious mobilization of units or personnel. These areas include accession level training requirements, medical preparedness, and administrative preparedness.

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5. Policy. Readiness is defined as "readiness to mobilize, " and encompasses all areas of preparedness addressed in this instruction. The instruction provides the readiness monitoring and reporting guidance to be used by Naval Reserve units not reporting under reference (c). Additional guidance may be issued by echelon III and IV commands to amplify, but not conflict with or modify the criteria, intent, guidance, or format provided in this instruction. To maximize support to the Navy, each echelon should judiciously apply their resources to mobilization and peacetime support requirements. All Naval Reserve units will ensure readiness data is updated monthly in the RSTARS/RTSS database. Commissioned units will also follow the reporting criteria per reference (c).

6. Action. Enclosures (1) through (6) of this instruction list the requirements for the reporting and monitoring of preparedness for units under the control of Commander, Naval Reserve Force (COMNAVRESFOR).

7. Report. The monthly update of Reserve Training Support System (Technical Enhancement) (RTSS (TE)) to the Naval Reserve Unit Assignment Document mentioned in paragraph 4 of enclosure (1) to this instruction has been assigned report control symbol COMNAVRESFOR 3501-6. This requirement will cancel in 3 years from the date of this directive.


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Chief of Staff

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26 MAY 1990TRAINING MONITORING AND REPORTING1. General

a. SELRES assigned to mobilization billets have an Individual Training Plan (ITP) that delineates the training requirements for the specific billet. ITP training requirements will be structured into two categories, training that is "essential" for mobilization and "performance enhancing" training. Essential training requirements are those which are absolutely necessary to be qualified for mobilization in the billet (e.g., Navy Enlisted Classification, Navy Officer Billet Code, designator attainment, etc.). Performance enhancement training requirements are those that improve an individual's billet or professional knowledge, but would not preclude mobilization if not accomplished.

b. The mission of the Naval Reserve Force is to provide trained units and qualified personnel for active duty. To accomplish this mission, units and supporting Naval Reserve Activities (NRA) will give "essential" ITP requirements priority when planning and executing training. This ensures that limited resources and training time are focused towards the Naval Reserve mission.

c. Only ITP training requirements designated as "essential" will have an associated point value. To be considered fully CTRN qualified for mobilization, an individual must complete all "essential" ITP training requirements.

2. CTRN Computation. The CTRN element of the readiness equation measures the amount of ITP "essential" training that has been completed by an individual or unit. Expressed as a percentage, the value is reflected in the member's Individual Readiness Assessment Designator (IRAD) code. The CTRN readiness equation is the sum of IRADs divided by the total assigned. IRADs may be averaged in different groupings to provide CTRN readiness reports to meet the requirements of specific customers. For example, CTRN for a Reserve unit is the IRAD average of all local assigned and Cross Assigned In (CAI) members.

$$\text{CTRN} = \frac{\text{Sum of all IRADS of Personnel in Mobilization Billets (Local and CAI)}}{\text{Number of Personnel in Mobilization Billets}} \times 100$$

3. Overall Training Effectiveness (OTE). The OTE figure provides the Reserve unit/detachment Commanding Officer/Officer in Charge (CO/OIC) with a measure of essential training completion for all the SELRES over which they have direct command. It includes the training accomplishments of those SELRES who drill with the unit, but are Cross-Assigned Out (CAO) to a different Reserve unit. When mobilized, these SELRES report to a different gaining command than the rest of their unit. OTE does not include the training accomplishments of those SELRES who may be CAI to a unit, because the unit CO/OIC has no control over their accomplishment of training. OTE is a management tool which provides a measure of local performance, but is not factored into the measure of CTRN.

4. Reserve Unit CTRN Reporting and Monitoring. Each month the Reserve unit/detachment CO/OIC will update the IRAD of all SELRES assigned to their unit. Unit CTRN levels are defined below:

PERCENTAGE LEVEL OF CTRN	CTRN LEVEL
85 - 100 -----	CTRN-1
70 - 84 -----	CTRN-2
55 - 69 -----	CTRN-3
00 - 54 -----	CTRN-4

Enclosure (1)

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5. IRAD Code. The IRAD is a five character alphanumeric code that represents the CTRN readiness of the billet incumbent. The code is updated monthly by echelon IV and V commands using RTSS or the Reserve Standard Training, Administration and Readiness Support (Manpower/Personnel) (RSTARS) module. The IRAD code characters are defined as follows:

a. First and second characters of the IRAD: Indicate whether an individual has completed the "essential" billet training requirements. They are represented by "00" (zero percent qualified) to "XX" (100 percent qualified). The percentage is entered into RTSS at the field level via RTSS(TE)/RSTARS (MP).

b. Third character of the IRAD: Previously used to amplify the first and second characters, but is now filled with a zero.

c. Fourth character of the IRAD: "One" through "nine" and "A" through "C". These codes represent the month the first two characters of the IRAD were updated. The character is automatically generated by RTSS(TE).

d. Fifth character of the IRAD: "Zero" through "nine". These codes represent the calendar year when any of the first four characters were entered or updated. This character is also generated by RTSS(TE).

6. Accession Level Training. References (a) and (b) address required accession level training for Direct Commission Officers (DCO), Advanced Paygrade (APG), and Accelerated Initial Accession (AIA) personnel. Accession level training is in addition to the member's mobilization billet training. Failure to complete this training could preclude a SELRES from being available for worldwide mobilization. To better evaluate an individual as a mobilization asset, the following action will be taken:

a. Per reference (d), Reserve unit COs/OICs will ensure that DCO/APG/AIA personnel, who have not completed accession level training, are assigned a MAS code of TBX. Supporting NRA will use the RSTARS mobilization module for entry of the MAS codes. Echelon IV will ensure that MAS codes are kept current and verified after each drill weekend.

b. Field commands will establish local procedures to identify, track, and ensure compliance with the DCO/APG/AIA accession training requirements, contained in references (a) and (b). These training requirements will be incorporated into ITPs as "essential" training in a future revision to the RSTARS program.

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1. General. The CPER metric provides a percentage of authorized mobilization billets that are filled by local or CAI personnel. CPER levels are normally sorted by Reserve Unit Identification Code (RUIC) or Active Unit Identification Code (AUIC). RUIC CPER indicates the overall manning level of mobilization billets in an individual Reserve unit. The RUIC CPER metric serves as a mobilization billet management and monitoring tool for echelon IV and below commands. AUIC CPER is used primarily by echelon III and above commands to monitor overall Reserve force manning levels in support of gaining commands.

2. CPER Computation. The following formula will be used to calculate CPER. Personnel assigned to administrative support billets, In-Assignment Processing (IAP), and CAO are not included in the CPER computation.

$$\text{CPER} = \frac{\text{Number of Personnel Assigned Mobilization Billets (Local and CAI)}}{\text{Number of Mobilization Billets}} \times 100$$

3. CPER Levels. The percent of filled mobilization billets corresponds to the following CPER levels:

PERCENT OF BILLETS FILLED	CPER MANNING LEVEL
90 - 100 -----	CPER-1
80 - 89 -----	CPER-2
55 - 79 -----	CPER-3
00 - 54 -----	CPER-4

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1. General. The two traditional components of readiness, CTRN and CPER, are compared with each other to determine the CROVL for each augmenting unit. The lowest readiness category will determine the overall category level for manning and training. For example, a unit training level of CTRN-4 will constitute an overall rating of CROVL-4 even though personnel manning readiness is CPER-1.

2. CROVL Category Level for Manning and Training. The CROVL category level defines the command's overall manning and training levels within specified mobilization requirements. CROVL levels (CROVL-1 through CROVL-5) are defined as follows:

a. CROVL-1. The unit's mobilization billets are fully manned and assigned personnel are fully trained for mobilization and integration into the gaining command.

b. CROVL-2. The unit's mobilization billets are substantially manned and/or assigned personnel are substantially trained to perform the bulk of the gaining command's wartime mission.

c. CROVL-3. The unit's mobilization billets are manned to execute a major portion of the gaining command's wartime mission and/or assigned personnel are trained to execute a major portion of that mission.

d. CROVL-4. The unit's mobilization billets require additional manning and/or assigned Reserve personnel require additional training to meet their mobilization requirements.

e. CROVL-5. A management tool for use when unit manning and training levels are no longer being maintained due to imminent disestablishment of the unit. With echelon II approval, a unit may be placed in CROVL-5 status for up to 6 months.

26 MAY 1990MANAGEMENT OF MEDICAL REQUIREMENTS

1. General. Managing the medical status of each SELRES is essential to ensure preparedness for mobilization. Failure to do so could delay, or potentially preclude, an individual's availability for short-notice mobilization. Medical monitoring is the responsibility of unit commanding officers and the supporting Naval Support Activity.

2. Medical Monitoring

a. Reserve Force medical monitoring is provided via the RSTARS Medical (MM) Module. The module provides the unit/NRA with a management tool for tracking, scheduling, and documenting various medical requirement completions.

b. The primary measure of medical preparedness is based upon an individual's physical examination date contained in the RSTARS(MM) module, which is also the date of their last dental screening. Reference (e) provides the required periodicity for SELRES physical examinations, and field activities are responsible for ensuring SELRES maintain periodicity. To be considered medically prepared to mobilize, an individual must have a satisfactory physical examination within periodicity, and the associated dental screening must be a category rating of 1 or 2.

c. Units/NRAs will ensure that data fields in RSTARS(MM) are continuously updated. Each month, the NRA will transfer the data from RSTARS(MM) into RTSS(TE).

d. Per reference (d), medical circumstances that may impact the availability of a SELRES for mobilization will also be reported via RSTARS MAS codes. For example, a SELRES who is temporarily not physically qualified for mobilization due to a dental screening category of three or four, will be assigned a MAS code of MPQ.

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MANAGEMENT OF ADMINISTRATIVE REQUIREMENTS

1. General. Managing administrative preparedness of the SELRES and their families is essential in ensuring "readiness to mobilize." Mobilization lessons learned from Operation Desert Storm and Operation Joint Guard, show a need to more closely monitor administrative preparedness. Failure to continuously monitor administrative requirement completions could delay, or potentially preclude, an individual's availability for short-notice mobilization.
2. Administrative Monitoring. Administrative preparedness for mobilization is the responsibility of the individual SELRES, unit COs, and the supporting NRA. Reference (a) provides the screening requirements and administrative documents necessary for mobilization. To ensure maximum mobilization preparedness, commands will ensure compliance with these requirements. Echelon III and IV commands may issue specific guidance, as deemed appropriate to adequately manage administrative requirements.
3. Navy Family Member Care Plan. The critical nature of family member care, necessitates that specific emphasis be placed upon monitoring Family Member Care Certificates (OPNAV 1740/1) completion. Reference (f) requires that single sponsors and military couples with family members, plan for adequate child care which allows the members to be available for mobilization or involuntary recall. To enable the Reserve Force to better evaluate an individual as a mobilization asset, the following action will be taken:
 - a. Field commands will establish procedures to identify, track, and ensure compliance with, the family member care plan requirements of reference (a) and (f).
 - b. Reserve unit COs/OICs will ensure that single sponsors and military couples with family members are assigned the applicable MAS code of ASD or ASP, per reference (d).

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COMNAVRESFOR READINESS REPORTS

1. General. Readiness reports are drawn from the fixed report option in RTSS. They can be created using real time data or monthly readiness "snapshot" tables. Monthly tables are built at the end of every month; and provide a snapshot of all aspects of readiness for that day. The monthly tables allow for quick access to the readiness data without overloading and slowing down the AIS. Real time reports are queried using the on-line options of RTSS, while the monthly reports use snapshot options. Reports may be sorted by unit, NRA, gaining command, or by each echelon of the Reserve Force. Each of these reports can require up to 24 hours to run and print.
2. Monthly Reports. These reports provide CPER, CTRN, OTE and medical status information on all noncommissioned units, and CPER data only for commissioned units. They also show a complete summary by NRA within each echelon IV command. These reports are available to present readiness levels based on Reserve unit RUIC or gaining command AUIC. The RUIC report provides information for Reserve unit management. Statistics obtained from the readiness tables cannot be influenced by field inputs or the automated assigners.
3. COMNAVRESFOR On-line Noncommissioned and Commissioned Unit Readiness Reports. These reports provide the same data as the monthly reports plus CTRN statistics of local and CAO SELRES. They are based on a "live" database as opposed to the readiness tables, and each time the report is run different statistics will result. These reports provide the most accurate data for any given moment of time.
4. OTE/IAP Report by Command. This report contains current RTSS(TE) augmentation unit readiness summary information sorted by echelon IV commands and Reserve Program Codes (RPC). It contains IAP information and OTE statistics for personnel in local and CAO billets within the readiness command or program. This summary is drawn from the same database as the COMNAVRESFOR monthly augmentation unit readiness management report. This report is available to echelon IV and higher commands. Program sponsors can obtain copies of this report from their echelon III command.
5. Readiness Reports Available to the Field
 - a. Gaining Command (AUIC Readiness). This report is calculated and presented by AUIC. Information on this report is available to gaining commands, on request, and can be sorted by Fleet Commander in Chief, unit type, or program. A gaining command AUIC readiness report is generated at the echelon III level. These calculations indicate CPER (based on AUIC mobilization billets) and CTRN (based on personnel assigned to AUIC mobilization billets). A gaining command AUIC readiness report is generated at the echelon III level from the fixed report option in RTSS.
 - b. Reserve Unit Status. CPER, CTRN and CMED statistics are provided for all augmentation units assigned to that echelon IV and V command. This report is obtained from the fixed report option in RTSS.
 - c. NRA (Echelon IV/V) Readiness. Each augmentation unit's readiness statistics are provided as listed in paragraph 5b above. In addition, an aggregate unit management calculation will be presented for each NRA using OTE.
6. RPC Readiness. The Chief of Naval Operations and program sponsors are interested in overall Force wide figures. These calculations are presented by AUIC, further sorted by RPC, and indicate the overall manning level of authorized mobilization billets and the average level of CTRN of personnel assigned to these billets. This type of readiness report is primarily used by

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echelon III commands and above. Echelon IV commanders will monitor program gaining command AUC readiness as a means to identify readiness deficiencies and determine solutions in concert with echelon III managers.